

Center for Educational Performance and Information (CEPI)

Michigan Education Information System
(*MEIS*)

Single Record Student Database/ Unique Identification Code (SRSD/UIC) Application

Linking UICs Guidelines May 2008

Questions?

E-mail: cepi@michigan.gov

Contact: 517.335.0505, option 3



Guidelines for Linking UICs

Questions arise when the authorized user for a district finds that the same student has apparently been assigned more than one UIC. Multiple UICs may have occurred for two reasons. First, a student may have been submitted with a blank UIC and has come up for resolution in Phase 1. **Failure to resolve these cases may result in new UICs being assigned.** For this reason, it is very important that districts resolve all records presented for resolution.

The second reason multiple UICs may occur is that the UIC Application itself may have automatically interpreted significant differences in the four core fields (last name, first name, date of birth, and gender) as constituting different students, and therefore replaced the current UIC with a new one. **NOTE:** This no longer occurs. These records will be presented for resolution during Phase 1.

It is critical that districts submit a linking request when multiple UICs for the same student are discovered (see WHY IS LINKING UICs IMPORANT? below). Linking requests should be placed only after a district can verify that the same student has multiple UICs.

WHY IS LINKING UICs IMPORTANT?

When a single student is assigned multiple UICs, linking those UICs allows the history of that student to be tied together. For instance, if you search by UIC in the Student Search function of the application, the UIC Details screen in the application displays not only the record for that UIC but any UIC previously linked to it as well.

Linking allows students to be appropriately tracked over time. The ability to accurately track students over time is a central requirement for calculating the dropout/graduation report.

Linking UICs also reduces the efforts of UIC resolvers during Student UIC Resolution (Phase 1). When the system scans the UIC Master Table for possible matches, it will only check the record of the primary UIC of a set that is linked.

HOW DO I DECIDE WHICH UIC TO USE?

CEPI does not select the UIC you use. You, as a district UIC resolver, make the selection. However, in the case of a name change or incorrect data, you may wish to select the UIC with the most current or correct data. You would then use this UIC (also called the "primary" UIC) for future submissions. It is important to use the primary UIC in all subsequent submissions for a particular student. Failure to do so could result in the assignment of even more UIC numbers.

Again, in cases where a district discovers that more than one UIC has been assigned to the same student, it is suggested that the district's UIC resolver request that CEPI link the UICs for this student. The UIC resolver will select one UIC as the primary UIC and mark the other(s) as secondary. **If the UIC chosen as primary is not associated with the school district, your linking request will not be processed.**

WHEN SHOULD I PLACE A LINKING REQUEST?

Although you may place a linking request at any time, it is advisable to place a request after your district's UIC resolver has completed Student UIC Resolution (Phase 1) for the current cycle. Resolution will often clear up an issue that may initially appear to require linking (e.g., updating a UIC Record with the correct date of birth).

Please note that CEPI staff is unable to keep tickets open indefinitely and continue to manage customer support issues effectively. As a result, tickets that have been open for 15 business days with no fax request received by CEPI will be marked "resolved." After that, you will need to contact CEPI (cepi@michigan.gov) to have another ticket created.

WHAT IS THE PROCESS TO SUBMIT A LINKING REQUEST?

To request linking student UICs, the district's UIC resolver should follow the steps below.

Step 1 – Ticket Creation. Send a message to cepi@michigan.gov stating that you need a help-desk case number created to "Link UICs."

Include your full name, district number, district name, and telephone number. Once you have been notified by e-mail that the case has been created, you will have a DIT Remedy Help Desk Case number (e.g., DITHPD000XXXXXX) attached to the message you receive.

Note on Security: Please avoid sending personally identifiable student data in your Help Ticket. Provide a general description of your issue only. If required, CEPI Customer Support staff will contact you for more detailed information such as student names, date of birth, and UIC.

Step 2 – Sending the Request. You may then send CEPI a fax at 517-335-0488 to the attention of the UIC Coordinator. In addition to the students to be linked, please include the DIT Remedy Help Desk Case Number, district number, and district name.

For both the primary and secondary UICs, provide the Student Last Name, First Name, Date of Birth, and Gender as they appear for that UIC. This information can be located by performing a student search by UIC number in the application. Please see the Student Search section of the UIC User's Guide for details.

OPTIONAL: Some districts choose to note on their requests why the UIC may have changed for a student. Whether or not to include this information is at the district's discretion. It is not required.

The purpose of linking is to connect two different UICs. When compiling your linking UICs request, in cases where you see two identical UICs, do not include them as part of your linking request. A primary and a secondary UIC must be different numbers for the same (verified) student in order to require linking.

NOTE: Resolvers who submit linking requests that do not meet the basic requirements stated above will be asked to revise their documentation and re-submit. It is important that the request contain complete information to ensure that UICs are not mistakenly linked.

Step 3 – Processing. Once CEPI receives your fax with the specific UICs to be linked, we will verify your request. Once CEPI has verified your request, we will forward the request to the Department of Information Technology (DIT) for processing. When that has been done, the DIT Remedy Help Desk case will be "resolved," and you will get an e-mail notification.

NOTE: Be sure to save either a hard copy or electronic copy of the linking request for your records.

LINKING REQUEST EXAMPLE



Happy Valley Public Schools

123 Elementary Lane
Happy Valley, MI 48484
Phone: (517) 123-4567
Fax: (517) 456-0987

Subject: Linking UICs Request
Help Desk Case Number: DITHPD000777777
District number: 12345
District name: Happy Valley Public Schools

Primary UIC	1122334455	Irving, John	01/10/1980	M
Secondary UIC	2233445566	Steinbeck, John	01/10/1980	M
Primary UIC	4455667788	Highsmith, Patricia	11/22/1990	F
Secondary UIC	5566778899	Highsmith, Patricia	11/22/1990	M
Primary UIC	7788990011	Hamlet, Dashiel	03/15/1985	M
Secondary	8899001122	Hamlett, Dasheil	03/15/1985	M
Primary UIC	7744115599	Rand, Ayn	09/27/1984	F
Secondary UIC	9955114477	Rand, Ayn	09/27/1985	F

Thank you.

Jane Smith

Jane Smith
UIC Resolver